

State of Delaware
Flexible Spending Account Plan
Open Enrollment Checklist

The purpose of this checklist is to provide you with a list of steps necessary to ensure completion of your online enrollment process.

- ❑ **Read all of your enrollment information. Questions should be directed to ASI at 1-800-659-3035 or Statewide Benefits Unit at 302-739-8331**
- ❑ **Complete the online enrollment process following the instructions below.**

Enroll Online – November 1, 2005 to November 21, 2005

- ❑ Go to: www.asiflex.com/de
- ❑ Enter your six digit Employee ID (can be found on the center of your pay advice) and the last four digits of your Social Security Number, then click “***Begin Enrollment***”.
- ❑ Enter an email address to receive an email acknowledgement of enrollment. If you don’t have email or do not wish to be notified by email, skip this step. Click “***Continue***”.
- ❑ Check the box next to the account in which you wish to enroll - Health Care Account or Dependent Care Account. If you wish to enroll in both, please check both. Complete either the per-pay-period or the annual amount boxes. Click calculate annual or calculate periodic button to have the system compute the rest for you. An entry in these boxes appears exactly as it is. For example, 100 is one-hundred dollars where as 1.00 is one dollar. If your annual election is not equally divisible by 26, slight rounding will occur in your pay deduction. Your annual election shown on your confirmation statement is your binding election. Click “***Continue to Next Step***”.
- ❑ Click reimbursement option same as last year, direct deposit (enter the account information) or mail me a check..
Click “***Continue to Next Step***”.
- ❑ For e-mail notices of direct deposit when ASI processes your claim, enter your email address. Click “***Submit***” to get to the summary screen.
- ❑ Click “***Send this Enrollment***” to enroll or click “***Make Changes to Form***” to correct your enrollment.
- ❑ You are finished if the final screen shows your confirmation number. *A confirmation statement must be printed once the online enrollment process is complete. This is your documentation of the actual enrollment. If there is a discrepancy in your election, you must have a copy of your confirmation statement to appeal.* If you need to make a change after exiting this web site and before open enrollment closes, you simply enroll again using this procedure. The last on-line enrollment submitted as of 11/21/05 is the one saved for your 2006 plan year participation.
- ❑ If your enrollment confirmation has been printed & you are ready to exit, click “***Finish and Exit enrollment process***”.

All online enrollments must be completed by November 21, 2005.

If you do not have access to the Internet please visit your organization’s Human Resources Office or contact the Statewide Benefits Unit at 302-739-8331.

- ❑ Complete the Flexible Spending Account Direct Deposit Authorization form available from ASI’s web site **only** if you choose to change your reimbursement method or bank account after the online open enrollment has closed. ASI will capture your banking information using the online enrollment process outlined above.